

# **CHAMBERS OF THE HON. RICHARD K. EATON**

United States Court of International Trade  
One Federal Plaza, Suite 776  
New York, New York 10278-0001

## **Chambers Procedures**

### **1. Length and Form of Briefs:**

Moving and response briefs are limited to thirty (30) pages, reply briefs to fifteen (15) pages, exclusive of tables of contents, tables of authorities, appendices, and any other indices or addenda as may be required or as may be prescribed by the Rules of the United States Court of International Trade. Type size shall be 12 points, including type used in footnotes. A one-inch page margin shall be set on all sides. Leave to file a brief which exceeds these page limits will be given upon written motion made for good cause shown.

Any documentary exhibits attached to a brief shall be preceded by an index of exhibits. The pages in the brief on which such exhibits are cited shall be identified in a miscellaneous section of the table of authorities or in a separate table of exhibits.

Copies of briefs shall also be submitted on 3½" disk, formatted, if possible, for WordPerfect 8.0 for Windows.

### **2. Oral Arguments:**

Counsel should expect oral argument on any substantive motion, unless the Court indicates otherwise. Time limits for arguments will be governed by the number and complexity of the issues.

### **3. Marking of Exhibits:**

Exhibits shall be marked for trial in accordance with the pretrial order issued by the Court.

### **4. Trial Transcripts:**

Any proposed changes to a trial transcript must be made by written motion.

### **5. Orders:**

The Judge will not sign a proposed order containing a signature page separate from the body of the order, unless the signature page bears the relevant court number and typed matter sufficient to identify it with the accompanying order.

### **6. Communications:**

Inquiries as to procedural matters should be directed to **Case Manager Bob Karaska at (212) 264-2030**.

### **7. Courtesy Copies:**

There is no need to file courtesy copies with Chambers. All filings are to be made with the Clerk of the Court.